** District Coordinator PLC**

**November 20, 2013**

“Transforming your central office in service of improved teaching and learning throughout

your district is a major undertaking. It means more than just making some changes in

your organizational chart, adding or eliminating units, or improving the efficiency of your long-standing operations. Instead, central office transformation demands that leaders take a deep look at the current work of each and every central office staff person and ask: To what extent can we show that this work matters to improving teaching and working district-wide? And if it does not, how can we change to improve the alignment between our core work and real results for students?” ***Central Office Transformation Toolkit,*** The Wallace Foundation

ultimate

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**Guiding Question:** How do we become a *Professional Learning Community (PLC)* as we meet the five District goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Bea professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five district goals
* Implement the 21st Century Model of Education
* Integrate the Montana Common Core State Standards in English language arts and mathematics throughout the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for November 20 meeting:**

* Review: <http://www.wallacefoundation.org/knowledge-center/school-leadership/district-policy-and-practice/Documents/Central-Office-Transformation-Toolkit.pdf>
* With colleagues to consider the role of coordinators

**Resources Needed:**

* Agenda

**Roles for September 4 meeting:**

* Facilitator/Agenda setter: Karen
* Time keeper/Agenda setter: Carol Ewen
* Note-taker: Heather

**AGENDA**

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| **TIME** | **ACTIVITY Facilitator** |
| **12:00-12:05** | Review agenda  Karen reviewed the agenda and shared the reading (see above) and some background on Wallace Foundation research. |
| **12:05-12:30** | Update on Technology—Hatton Littman  Hatton brought up questions around the system(s)/lack of/need for district-level support of building innovations, activities, initiatives, etc. Hatton shared her personal background and experience.  Technology update: improving wireless access in the district   * ISC is developing a plan for this * Ensuring all buildings have core fiber optic background cable * District-wide technology committee will be resurrected * Training around Googles Apps for Education/Gmail – all certified staff have gmail access; high school students all have gmail access – working to determine compatibility with Tyler MUNIS * School Wires is our district website platform; all staff will be asked to migrate other websites (e.g. Google) to School Wires for consistency and our branding. Deadline for this movement will be fall 2014. * Variety of software in buildings throughout the district without adequate or systematic support   Communications   * Internal and external communications for the district |
| **12:30-12:50** | Roles of District Coordinators: What have they been? What is the history? What might principals say?  Protocol: ***Affinity***  Categories determined:   * Coordinate * Curriculum and Assessment * Community * Staff supervision/evaluation * Facility management * Support * Professional learning * Facilitate * Problem-solver * Expertise/research * Areas for growth |
| **12:50-1:20** | Roles of District Coordinators: What does research from the Wallace Foundation and the University of Washington suggest?  Review: Toolkit for supporting principals <http://www.wallacefoundation.org/knowledge-center/school-leadership/district-policy-and-practice/Documents/Central-Office-Transformation-Toolkit.pdf>  Protocol: ***Notice and Wonder*** |
| **1:20-1:25** | Reflect on meeting and direction  Protocol: ***Plus/Delta***  **PLUS**   * Learned from/about Hatton * Learned about problem-solving around technology * Connections between the work of everyone through affinity protocol * Alanna’s request for a “clear what”   **DELTA**   * Did not stay on schedule * Did not stick to agenda * Affinity protocol – what do we see/want our role to be? |
| **1:25-1:30** | Volunteer to help set the next Agenda  Next meeting dates: Wednesday, December 4—12:00-1:30  Wednesday, December 11—12:00-1:30    Next meeting review: Critical Questions for District Office Consideration <http://files.solution-tree.com/pdfs/Reproducibles_ESETEC/figure4.3.pdf>  Alanna will help develop the next agenda |